

Assessment & Accreditation Specialist

Salisbury University, a member of the University System of Maryland, is a regionally accredited four-year comprehensive institution offering 62 distinct graduate and undergraduate programs. Located on the historic Eastern Shore, SU's beautiful campus is some 30 miles from the Atlantic beaches and 2.5 hours from Baltimore and Washington, D.C.

Salisbury University is seeking qualified applicants for the position of **Assessment & Accreditation Specialist** in the Seidel School of Education.

Primary Job Duties: Provide a single individual/position fully dedicated to overseeing and coordinating assessment processes and accreditation compliance for all aspects of teacher education programs. Based on the complexity of regulatory requirements related to pre-professional education training, professional licensure and induction, the primary focus of this position will be to direct assessment and accreditation activities related to initial and advanced education programs, including unit and school-level assessment and reporting responsibilities.

Minimum Qualifications: Doctoral degree and Master's in Education or Education Psychology or related field and 3-5 years of work-related experience. Prior experience directing or coordinating accreditation of professional or education programs, including conducting multi-level (program and unit) assessment processes.

Must be detail oriented and have excellent interpersonal, customer service, organization and planning, prioritization, problem solving, follow through, time management, and oral & written communication skills. Must be flexible and possess the ability to successfully handle multiple tasks/projects simultaneously and work well under pressure, independently, and in a team-oriented environment. Proficiency with Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint) is required.

Preferred Qualifications: Knowledge of establishing reliability and validity of assessment measures preferred. Experience in K-12 education, administration and/or assessment and familiarity with CAEP accreditation policies and processes highly desirable. Proficient in the use of technology including data management (e.g., PeopleSoft/GullNet), learning management (e.g., Canvas) systems/platforms, assessment systems (e.g., LiveText Via, edTPA), and experience in the use of SPSS data software and knowledge of Qualtrics preferred.

This is a full-time, exempt, Contingent II (contractual) position with a limited benefits package including medical, prescription, dental, paid leave, tuition remission and more. Salary will be commensurate with experience and qualifications.

Applications will be accepted via Salisbury University's Online Employment Application System. Please visit our website <http://www.salisbury.edu/hr/careers/> to apply online. See the FAQs of the Online Employment Application System for more information and instructions.

To be considered an applicant, you must apply online and submit a cover letter and resume. All documents that you wish to provide must be attached to your application in the Online Employment Application System. Please do not send any documents via E-mail. Three professional references will be requested and required before the final stages of the search. Candidates will be notified prior to references being contacted. Applications received by **June 1, 2020** will receive full consideration; the position will be open until filled.

Diversity and inclusion are core values of Salisbury University. We strive to create a truly diverse and inclusive environment where the richness of ideas, backgrounds, and perspectives of our community is harnessed to create value for our University community to include students, faculty, and staff, today and in the future. To this end, the University recruits exceptional and diverse faculty, staff, and students from across Maryland, the United States, and around the world, supporting all members of the University community as they work together to achieve institutional goals and vision. To learn more about the University's commitment to fostering a diverse and inclusive campus, please visit <http://www.salisbury.edu/equity/>.

Salisbury University (SU) has a strong institutional commitment to diversity and equal employment opportunities to all qualified people. To that end, the University prohibits discrimination on the basis of sex, gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, genetic information, religion, sexual orientation, gender identity or expression, veteran status or other legally protected characteristics. Direct all inquiries regarding the nondiscrimination policy to: Humberto Aristizabal, Associate Vice President, Institutional Equity, Title IX Coordinator, 100 Holloway Hall, Tel. (410) 548-3508.